

BOARD MEETING
ADMINISTRATION OFFICE
February 10, 2020
7:00 P.M.

Call to Order: Rick Davis, Phil Foster, Brian Gott, Mike Martin, Dennis Reagan, Melissa Smith, and Shane Steimel
Pledge of Allegiance
Prayer

- **MINUTES**

- The Chair entertained a motion to approve the minutes of the January 13, 2020, School Board Meeting.

Motion: Mike Martin, Second: Melissa Smith, (Discussion), Vote: 7-0

- The Chair entertained a motion to approve the Work Session on January 13, 2020.

Motion: Dennis Reagan, Second: Mike Martin, (Discussion), Vote: 7-0

- **REPORTS**

- Joe Keith, Director of Maintenance, provided a construction update on the projects within the school corporation.

ACTION ITEMS

By individual motions, the Board approved/adopted the following items or action.

- **PERSONNEL** All employment recommendations are pending completed satisfactory criminal background history report.
- **Granville Wells**
 - Sydney Chaney – Employment – filling in for FMLA effective March 30, 2020 to May 22, 2020
 - Marty Campbell – Employment – filling in for FMLA effective March 16, 2020 to April 24, 2020
- **Thorntown**
 - ECA**
 - Ken Conley – 5th Grade Girls Basketball Coach
 - Madyson Hinkle – 5th Grade Girls Basketball Assistant Coach
- **Western Boone**
 - Wilda Knecht – Resignation – Spanish Teacher effective February 21, 2020
 - Michele Threlkeld – Employment – FACS – filling in for FMLA effective May 5, 2020 through the end of the 2019-2020 school year
 - Rita Newton – Retirement – Special Education effective end of 2019-2020 school year
- **Western Boone Transportation**
 - Regina Wymer – Resignation – Sub effective November 18, 2019
 - JoAnn Dickey – Bus Driver to Special needs Bus effective January 7, 2020
 - Brad Maddox – Sub Driver to Route #6 effective January 13, 2020

Motion: Brian Gott, Second: Phil Foster, (Discussion), Vote: 7-0

- **BUSINESS**

- **Approve/Awards Bids for Building Project**

- Superintendent Ramey recommended the board accept Tecton's recommendation for contracts related to the Western Boone Jr.-Sr. High pool renovation project.
 - Bid Package 1A Demolition Contract to Keyes Excavating, Inc. for \$25,150.00.
 - Bid Package 1B Concrete Contract to RL Turner Corporation for \$372,000.00.
 - Bid Package 1C General Trades Contract to Big Ben Builder's, Inc. for \$49,600.00.
 - Bid Package 1D Hollow Metal Frames, Doors, and Hardware Contract to Mulhaupt's, Inc. for \$32,680.00
 - Bid Package 1E Floor Covering Contract to Chance Brothers Marble & Tile, Inc. for \$183,400.00. Alternate 1 Deck Tile Design for \$17,740.00 for a total of \$201,140.00.
 - Bid Package 1F Painting Contract to Heritage Classic Construction, Inc. for \$38,000.00.
 - Bid Package 1G Aquatic Construction Contract to Spear Construction for \$394,930.00.
 - Bid Package 1H Plumbing Contract to Brenneco, Inc. for \$51,000.00.
 - Bid Package 1I Electrical Contract to Craig Wagoner Electric for \$67,000.00.
 - The total amount to contract for this Renovation as listed above is \$1,231,500.00.

Motion: Rick Davis, Second: Brian Gott, (Discussion), Vote: 6-0 Dennis Reagan abstained

- **School Calendar**

- Approval of school calendar for the 2021-2022 School Year.

Motion: Phil Foster, Second: Rick Davis, (Discussion), Vote: 7-0

- **Bus Purchase**

- Cecil Gosser, Director of Transportation, recommended the board approve purchase of 3 school buses following the School Bus replacement plan from Midwest Transit.

Motion: Dennis Reagan, Second: Rick Davis, (Discussion), Vote: 7-0

- **Alcohol and Controlled Substance Testing Policy for Commercial Driver's License (CDL) Employees**

BP-3151

- Cecil Gosser, Director of Transportation, recommended approval to adopt the updated Board Policy 3151 regarding the Alcohol and Controlled Substance Testing Policy for Commercial Driver's License (CDL) Employees.

Motion: Mike Martin, Second: Dennis Reagan, (Discussion), Vote: 7-0

- **Summer Marching Band Schedule**

- Superintendent Ramey recommended the Board approve the Summer Band Schedule for 2020.

Motion: Mike Martin, Second: Melissa Smith, (Discussion), Vote: 7-0

- **Club Recommendations**

- Athletic Director Jeremy Dexter recommended the Board approve the extra-curricular clubs
 - Western Boone Tennis Club
 - Western Boone Golf Club
 - Western Boone Swimming Club
 - Western Boone Wrestling Club
 - Western Boone Running Club

Motion: Brian Gott, Second: Rick Davis, (Discussion), Vote: 7-0

- **Donation**

- Superintendent Ramey recommended the Board approve the following:
 - Granville Wells Elementary received \$200.00 donation from Patricia Whitehouse
 - Granville Wells Elementary received \$250.00 from Brown & Wilson Families
 - Thorntown Elementary received \$150.00 donation from Patricia and Steven Ripstra, former Thorntown students. The money will be placed in the Library funds.
 - Thorntown Elementary received \$200.00 donation from Steven Ripstra, Attorney, Jasper Indiana. The money will be place in the Library funds.

Motion: Dennis Reagan, Second: Mike Martin, (Discussion), Vote: 7-0

- **Non-Resident Student**

- Superintendent Ramey recommended the Board approve the following Non-Resident Student:
 - Timothy Coffman – Western Boone, 11th Grade, 2019-2020 school year

Motion: Mike Martin, Second: Melissa Smith, (Discussion), Vote: 7-0

- **Out of State/ Overnight Field Trips**

- Superintendent Ramey recommended the Board approve the field trip requests for
 - Travis Terhaar – FFA – Blackhawk East Judging Contest, Kewanee, IL, March 7, 2020 from 5:00 A.M. to 9:00 P.M.
 - Travis Terhaar – FFA – Lake Land Collage Judging Invite, Mattoon, IL, March 21, 2020 from 5:00 A.M. to 9:00 P.M.

Motion: Mike Martin, Second: Melissa Smith, (Discussion), Vote: 7-0

- **CLAIMS**

- The Chair entertained a motion to approve the claims for the period of January 13, 2020, through February 10, 2020, as submitted.

Motion: Brian Gott, Second: Phil Foster, (Discussion), Vote: 7-0

- **MONTHLY FINANCIAL REPORTS**

- Kristen Dunn, Corporation Treasurer, provided an update on the financial reports of the corporation.

- **OTHER**

- **PERSONNEL**

- **Thorntown**

- Toni Lee – Employment – Cafeteria Monitor effective February 19, 2020

- **Western Boone Athletics**

- Bobby Taylor Jr. – Resignation – Wrestling effective January 10, 2020

Motion: Phil Foster, Second: Rick Davis, (Discussion), Vote: 7-0

- **ANNOUNCEMENTS**

- Football State Championship Ring Ceremony – February 15, 2020 between the JV and Varsity Boys Basketball Game
- Winter Break – February 17, 2020 – No School
- Winter Break – February 18, 2020 – No School
- Western Boone Education Foundation Trivia Night – February 29, 2020 at Stookey’s Family Restaurant in Thorntown. Doors open at 5:45pm with competition starting at 6:30pm.

- **ADJOURNMENT**

Motion: Dennis Reagan, Second: Melissa Smith, (Discussion), Vote: 7-0



Tecton Construction Management, Inc.
102 North Third Street, Suite 201
Lafayette, Indiana 47901-1225
(765) 429-5232
FAX (765) 429-5509

February 6, 2020

Western Boone County Community School Corporation
Attn: Robert Ramey, Superintendent
1201 N. St. Rd. 75
Thorntown, IN 46071

RE: Western Boone Pool Renovation

Dear Mr. Ramey:

We have completed the bid review process for the Pool Renovation bid opening from the February 4, 2020. Find the bid document checklist and bid price results sheet attached.

Tecton has reviewed submitted bid material, interviewed contractors, and reviewed additional supplemental clarification documentation from bidders.

In our opinion, the following contractors are qualified and the submitted base bids cover the project scope as noted in the construction documents.

The recommended contracts below are within the Board-approved budget for this project.

Alternate #1, Pool Deck Tile Design, is included in the recommendation.

Note that the Low Bid for Bid Package 1I Electrical from Solar Electric Turbine Company, LLC was found to not be complete in that they were missing Allowances in the value of \$24,000.00. They have requested to withdraw their bid. We recommend the next low bidder for this contract.

Recommendations are:

- Bid Package 1A Demolition Contract to Keyes Excavating, Inc. for \$25,150.00.
- Bid Package 1B Concrete Contract to RL Turner Corporation \$372,000.00.
- Bid Package 1C General Trades Contract to Big Ben Builder's, Inc. for \$49,600.00.
- Bid Package 1D Hollow Metal Frames, Doors, and Hardware Contract to Mulhaupt's, Inc. for \$32,680.00.
- Bid Package 1E Floor Covering Contract to Chance Brothers Marble & Tile, Inc. for \$183,400.00. ALTERNATE 1 DECK TILE DESIGN for \$17,740.00 for a total of \$201,140.00
- Bid Package 1F Painting Contract to Heritage Classic Construction, Inc. for \$38,000.00.
- Bid Package 1G Aquatic Construction Contract to Spear Corporation for \$394,930.00.
- Bid Package 1H Plumbing Contract to Brenneco, Inc. for \$51,000.00.
- Bid Package 1I Electrical Contract to Craig Wagoner Electric for \$67,000.00.



The total amount to contract for this Renovation as listed above is \$1,231,500.00

If you have any questions or comments, please feel free to contact me at (219) 393-0113 at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Wireman", with a small comma to the right.

Nathan Wireman, Project Manager
TECTON CONSTRUCTION MANAGEMENT, INC.

WESTERN BOONE COMMUNITY SCHOOL CORPORATION
2021-2022 School Calendar

Adopted 02/10/2020

Monday	Tuesday	Wednesday	Thursday	Friday	Explanatory Notes
AUGUST 2021					
9 - T	10 - S	11	12	13	T=Teacher 1st Day/Orientation
16	17	18	19	20	S= Student 1st Day
23	24	25	26	27	
30	31				
SEPTEMBER 2021					
		1	2	3 = MT	MT=Mid Term (19 days)
6 - LD	7	8	9	10	LD= Labor Day (NO SCHOOL)
13	14	15	16	17	EL = eLearning Day
20	21	22 - EL	23	24	
27	28	29	30		
OCTOBER 2021					
				1	E=End of 9 weeks (43 days)
4	5	6	7	8 - E	FB=Fall Break (NO SCHOOL)
11	12	13	14	15	
18 - FB	19 - FB	20 - FB	21 - FB	22 - FB	
25	26	27	28	29	
NOVEMBER 2021					
1	2	3	4	5	MT=Mid Term (20 days)
8	9	10	11	12 - MT	EL = eLearning Day
15	16	17	18	19	TB= Thanksgiving Break (NO SCHOOL)
22	23	24 - EL	25 - TB	26 - TB	
29	30				
DECEMBER 2021					
		1	2	3	E= End of 2nd 9 weeks (42 days)
6	7	8	9	10	SM= End of 1st Semester (85 days)
13	14	15	16 - E, SM	17 - T	T = Teachers Record Day
20 - CB	21 - CB	22 - CB	23 - CB	24 - CB	CB= Christmas Break (NO SCHOOL)
27 - CB	28 - CB	29 - CB	30 - CB	31 - CB	
JANUARY 2022					
3 - S, T	4	5	6	7	T = Teachers Return
10	11	12	13	14	S= Students Return
17 - MLK,SMD	18	19	20	21	MLK =Martin Luther King Day (No School)
24	25	26 - EL	27	28 - MT	SMD=Snow MakeUp Day - if 1 or more days missed
31					EL = eLearning Day, MT=Mid Term (19 days)
FEBRUARY 2022					
	1	2	3	4	WB=Winter Break (No School)
7	8	9	10	11	SMD=Snow MakeUp Day - if 1 or more days missed
14	15	16	17	18	
21 - WB, SMD	22 - WB, SMD	23	24	25	
28					
MARCH 2022					
	1	2	3	4 - E	E= End of 3rd 9 weeks (42 days)
7	8	9	10	11	SB=Spring Break (NO SCHOOL)
14	15	16	17	18	
21	22	23	24	25	
28 - SB	29 - SB	30 - SB	31 - SB		
APRIL 2022					
				1 - SB	MT=Mid Term (20 days)
4	5	6	7	8 - MT	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
MAY 2022					
2	3	4	5	6	MD= Memorial Day
9	10	11	12	13	E= End of 4th 9 weeks (54 days)
16	17	18	19	20	SM= End of 2nd Semester (95 days)
23	24	25 - E,SM	26 - T	27	T=Teacher Record Day -1/2 day *move to end of SMD if needed
30 - MD	31 - SMD	1 - SMD	2 - SMD	3 - SMD	SMD=Snow Make Up Day if needed

*EL=Upon IDOE approval, eLearning Days scheduled on the calendar will be used for staff professional development. Students will not physically attend school those days. WBCCSC will also use eLearning Days in lieu of snow make up days for the 2020-2021 school year.

*Consecutive eLearning days will be limited to three days.

The fourth consecutive missed day will require a snow make-up day.

2 route buses 1 lift bus

Cecil Gosser <Cecil.Gosser@webo.k12.in.us>

Wed 1/29/2020 12:21 PM

To: Rob Ramey <Rob.Ramey@webo.k12.in.us>

 2 attachments (61 KB)

Route buses2020.xlsx; lift bus2020.xlsx;

Rob

Attached are the bids for 2 route buses and 1 lift bus following our school bus replacement plan.

Kerlin bus sales (Thomas), and Midwest Transit (IC), were the 2 competitive bids.

I recommend the bids from Midwest Transit for the purchase.

The close proximity and parts service we receive is worth the difference. The relationship Jason has with Midwest as well as the ability to do warranty work on the buses from Midwest adds value to us as well.

Attached is the spec sheets for both the route and lift buses.

Cecil Gosser
Transportation Director.
Western Boone Schools.
765-894-0331

Don't start any vast projects with half vast ideas!

CIESC Cooperative Purchasing
Price Comparison Report - Spec #33905

Jan 29, 2020 11:55 AM
 Buying Organization: Western Boone Co Comm Schools
 Notes: New 2020
 Product Category: Bus, Conventional (Fall 2019)
 Product: 78 Passenger
 Quantity: 2

Option	Option SKU	Buyer Comments	Blue Bird	IC/Collias	Thomas
Product Base Price			\$90,175.00	\$90,960.00	\$89,393.00
Body Options					
AIR FOIL, REAR					
Add rear air foil	B139		\$571.00	\$337.00	\$731.00
AISLE STRIPS					
Deduct aisle strips	B144	N/A	N/A	N/A	N/A
BACK UP ALARM AND STICKER					
Increase warning level to 107dBA	B148	S/E	S/E	S/E	\$33.00
BUS LOCK UP SYSTEM					
Air door front only	B150		\$50.00	\$163.00	N/A
CROSSING GATE ARM					
air crossing gate arm with magnet	B183	N/A	N/A	(\$16.00)	N/A
CROSSING GATE ARM INTERRUPT SWITCH					
Add crossing gate arm interrupt switch	B184		\$20.00	\$15.00	\$46.00
DOOR, ENTRANCE, DRYER					
Ambient air dryer for air door	B199	N/A	N/A	\$42.00	N/A
DOOR ENTRANCE EMERGENCY RELEASE VALVE					
Add entrance door emergency release valve, dash mounted and within drivers reach	B203		\$55.00	S/E	N/C
FENDERETTES					
Rubber fenderettes	B235		\$95.00	\$59.00	\$72.00
FLOOR: SUBFLOOR PLYWOOD					
5/8 inch marine grade plywood subfloor	B253		\$105.00	\$110.00	\$53.00
FLOOR COVERING ONE PIECE					
Gray; one piece no seams	B261	N/A	N/A	\$366.00	\$581.00
FUEL FILLER DOOR					
Latch on door	B268		S/E	S/E	N/C
HEATER, BOOSTER PUMP					
Delete booster pump	B289	N/C	N/C	(\$59.00)	(\$66.00)
HEATER, INCREASE MID HEATER					
Increase mid/rear heater from 50k to 80k btu (State quantity)	B290		\$60.00	\$95.00	\$14.00
HEATER HOSE CLAMPS					
Change to constant torque clamps	B306		S/E	S/E	N/C
LETTERING & TRIM					
3M tape	B310		S/E	S/E	N/A
LIGHT, LANDING					
Change to LED type light	B332		\$30.00	\$9.00	\$50.00
LIGHT, LED STEPWELL LAMP					
Add LED stepwell lamp	B336		\$80.00	\$15.00	\$50.00
LIGHTS					
Change B way only to strobing LED	B341		\$582.00	\$425.00	\$724.00
LIGHTS, CLEARANCE					
Add armored marker and add LED style	B346	N/C	N/C	\$19.00	N/C
LIGHTS, INTERIOR					
LED Dome lights	B349	N/A	N/A	\$218.00	\$128.00
LIGHTS; INTERIOR DOME					
Passengers dome lights on with entrance door open	B354.3		\$20.00	\$25.00	\$75.00
LIGHTS; INTERIOR DRIVER DOME					
Change driver dome light to LED	B355		\$30.00	\$33.00	\$22.00
LIGHTS TAIL TURN FLUSH MOUNT					
Stop tail 4" flush mount LED	B357	N/C	N/C	N/C	S/E
LIGHTS SIDE LED TURN					
Side LED turn light front	B359		\$27.00	\$4.00	N/C
LIGHT VISORS					
Visors for warning lights.	B362		S/E	\$26.00	\$75.00
MIRRORS, CROSSOVER					
Rosco Hawk Eye, heated	B368	N/A	N/A	S/E	S/E
MIRRORS, SIDE					
Rosco EuroStyle remote heated	B384		\$90.00	\$30.00	N/A
MIRROR, SIDE BREAKAWAY					
Add breakaway fixtures	B398		\$25.00	\$20.00	N/C
MIRROR, TIMER					
Timer for heated mirror	B399		S/E	\$15.00	\$21.00
MIRROR, INSIDE REAR-VIEW					
10 in x 30 in inside rear-view mirror	B400		\$30.00	\$17.00	N/A
OUTSIDE LUGGAGE; ACCESSORIES					
Add lights & locks for storage units	B415		\$50.00	\$51.00	\$66.00
PANELING, EXTERIOR					
Optional 16 ga. exterior metal	B425		S/E	S/E	N/C
POWER SOURCE					
12-volt in driver area cellphone outlet	B435		S/E	\$7.00	N/C
SEAT, DRIVER					
National air seat with 2 shocks and air brakes	B479		S/E	\$12.00	S/E
SEAT, DRIVER, NATIONAL HEATED					
Heated National driver seat	B490	N/C	N/C	\$99.00	\$88.00
SEAT, DRIVER; ARM REST					
Add Right arm rest	B493		\$30.00	\$19.00	N/C
SEAT, DRIVER; SEAT BELT					
Add Orange seat belt	B494	N/C	N/C	N/C	N/C
SEATS, DEDUCT FOR SEATS REMOVED					
Deduct for base bid bench seats. Check with dealer for exact quantity. (Qty: 4)	B510		(\$724.00)	(\$304.00)	(\$496.00)

SEATS, CHILD INT. 39" FLOOR MOUNT				
IMMI Child Integrated 39 inch floor mount seat (state quantity) (Qty: 2)	B529	N/A	\$986.00	\$1,020.00
CE White NextGen Floor Mount 39 inch flip up bench seat with Child Integrated Convertible Back. (state quantity) (Qty: 2)	B529.8	\$1,338.00	---	---
STORAGE POUCH KICK PANEL BARRIER				
Five pouch barrier	B575	\$91.00	\$75.00	\$80.00
STEPWELL				
Add durable high performance bed liner type coating to inhibit rust. Applied to exterior and interior surfaces of stepwell.	B579	N/A	N/C	\$251.00
STOP ARM SIGNAL				
Air LED strobing	B589	\$140.00	\$83.00	\$109.00
STOP ARM HIGH WIND GUARD				
Add high wind guard for stop arm (state quantity)	B601	N/A	\$62.00	N/C
SUNSHADE				
Left side drivers window shade	B614	\$25.00	\$22.00	\$24.00
WINDOW, REAR				
Laminated, tinted	B627	\$20.00	(\$12.00)	N/A
WINDOWS				
Laminated, tinted	B632	N/A	(\$487.00)	N/A
AIR CONDITIONING, IN DASH				
Stand alone for driver only	B902	\$2,117.00	\$1,850.00	\$950.00
Chassis Options				
AIR DRYER				
Bendix AD-IP dryer w/spin-on filter	C102	S/E	\$32.00	\$92.00
ALTERNATOR				
240 amp alternator	C111	S/E	\$136.00	\$95.00
AXLE, FRONT: MINIMUM LOAD				
12,000 lbs.	C118	S/E	\$78.00	\$81.00
AXLE, REAR: MINIMUM LOAD				
23,000 lbs.	C135	S/E	\$373.00	S/E
BATTERIES				
3 12-volt, minimum 925-CCA each	C140	N/A	\$224.00	\$27.00
BRAKE LININGS AND DRUMS				
16.5x5 front brakes	C148	S/E	\$102.00	\$126.00
BRAKES, TRACTION CONTROL				
For air brakes	C157	\$332.00	S/E	N/C
BUMPER, FRONT				
Add 6 in. yellow numbers on bumper (state qty)	C159	\$12.00	\$5.00	\$10.00
BUMPER, FRONT & REAR; RUST INHIBITOR				
Add durable high performance bed liner type coating to inhibit rust to both front and rear bumper. Guards against corrosion, abrasion, impact and weather. Applied to exterior and interior surfaces of front and rear bumper.	C160.6	\$364.00	\$551.00	\$700.00
CUP HOLDER, DRIVER				
Add cup holder in drivers area	C165	S/E	S/E	N/C
ENGINE				
Cum. Inline 6 250HP/660 lbs/B6.7 w/PTS3000 tr	C196	\$4,900.00	\$3,840.00	\$3,875.00
ENGINE OTA FOR CUMMINS ENGINES				
OTA - Over the Air Wireless Transmission for Programming/Calibration of Cummins Engines and also Engine Diagnostics	C230	N/A	\$250.00	N/A
ENGINE/EXHAUST BRAKE				
Add VGT exhaust brake. A turbocharger mounted valve in the exhaust pipe to restrict the flow of exhaust.	C231	\$80.00	\$80.00	\$64.00
ENGINE SOUND DEADENING PACKAGE				
Additional insulation for engine compartment area underhood foil blanket for noise insulation.	C233	N/C	\$44.00	S/E
EXHAUST SYSTEM				
Option for exhaust to come through bumper	C235	\$15.00	N/C	N/A
FAN DRIVE				
Electromagnetic fan drive	C236	S/E	S/E	S/E
FUEL TANK; DIESEL				
Increase to 100-gallon Diesel Aluminized steel tank	C240	\$300.00	\$301.00	\$332.00
FOG LIGHTS				
Add fog lights	C248	\$100.00	\$87.00	\$79.00
HEADLIGHTS				
Add Wig Wag flashing headlights	C249	S/E	\$36.00	\$56.00
HORNS				
Air Horn mounted under body with separate switch	C257	\$110.00	\$125.00	\$73.00
HOSE CLAMPS				
Constant torque clamps	C263	S/E	\$25.00	S/E
PEDALS, ADJUSTABLE				
Adjustable brake & accelerator pedals	C277	\$364.00	\$459.00	\$365.00
STEERING				
Add Telescoping steering wheel	C279	S/E	\$110.00	N/C
SWITCHES, IGNITION				
Keyed alike	C301	\$15.00	\$19.00	\$13.00
TIRES, TUBELESS RADIAL				
11R22.5 16 ply steer front/rear; Hankook	C321	N/A	(\$369.00)	(\$330.00)
11R22.5 16 ply steer front/rear; Goodyear	C320	\$50.00	---	---
TRANSMISSION, ALLISON SIX SPEED				
Change to six speed Allison Transmission	C368	N/C	N/C	N/C
TRANSMISSION SWITCH FOR PERFORMANCE MODE				
Add switch for economy/performance mode	C370	S/E	N/C	N/C
WINTER WARMUP EQUIPMENT				
Winter front with attaching hardware installed.	C381	\$50.00	N/C	N/C
Warranty Options				
EXTENDED ENGINE WARRANTY				
Cummins; EXC; 10Yr/150,000; ISB engine	W591	\$3,700.00	\$3,700.00	\$3,650.00
EXTENDED AFTERTREATMENT WARRANTY				
Cummins Protection Plan Plus; 10Yr/150,000; ISB	W612	\$1,625.00	\$1,625.00	\$1,575.00
Configured Price			\$107,149.00	\$107,224.00
Dealer Options				\$104,977.00

3yr/ 50,000 body warranty		\$0.00	
247 Zeus 5 OmniView Camera System	\$2,259.00		
247 Zeus 5 OmniView Camera System		\$2,259.00	
247 Zeus 5 OmniView Camera System			\$2,259.00
Unit Price	\$109,408.00	\$109,483.00	\$107,236.00
Total Price	\$218,816.00	\$218,966.00	\$214,472.00
Trade-in Merchandise			
Bus No. 514 2008 IC CE300 VIN: 8A493186		(\$2,500.00)	(\$1,500.00)
Bus No. 515 2008 IC CE300 VIN: 8A493189		(\$2,500.00)	(\$1,500.00)
Grand Total	\$218,816.00	\$213,966.00	\$211,472.00

CIESC Cooperative Purchasing
Price Comparison Report - Spec #33747

Jan 29, 2020 11:59 AM
 Buying Organization: Western Boone Co Comm Schools
 Notes: Lift Bus 2020
 Product Category: Bus: Conventional (Fall 2019)
 Product: 66 Passenger

Option	Option SKU	Buyer Comments	Blue Bird	IC/Collins	Thomas
Product Base Price			\$88,013.00	\$89,000.00	\$87,449.00
Body Options					
AIR FOIL, REAR					
Add rear air foil	B139		\$571.00	\$337.00	\$731.00
AISLE STRIPS					
Deduct aisle strips	B144		N/A	N/C	N/A
BUS LOCK UP SYSTEM					
Air door front only	B156		\$90.00	\$163.00	N/A
BODY LOCKS					
Body locks keyed alike (state quantity)	B165		S/E	\$5.00	S/E
CROSSING GATE ARM					
air crossing gate arm with magnet	B183		N/A	(\$16.00)	N/A
CROSSING GATE ARM INTERRUPT SWITCH					
Add crossing gate arm interrupt switch	B184		\$20.00	\$15.00	\$46.00
DEFOGGER FANS					
Increase from 2 to 3. May interfere with overhead storage if chosen	B191		\$53.00	\$63.00	N/A
DOOR ENTRANCE EMERGENCY RELEASE VALVE					
Add entrance door emergency release valve, dash mounted and within drivers reach	B203		\$55.00	S/E	N/C
EXIT, EMERGENCY WINDOW					
Decrease from 2 per side to 1 per side	B217		(\$125.00)	(\$106.00)	(\$108.00)
ROOF VENT, STATIC					
Delete static roof vent.	B233		N/C	N/C	N/C
FENDERETTES					
Rubber fenderettes	B235		\$95.00	\$59.00	\$72.00
FLOOR: SUBFLOOR PLYWOOD					
5/8 inch marine grade plywood subfloor	B253		\$105.00	\$110.00	\$53.00
FLOOR: SUBFLOOR JOINTS SEALED					
All subfloor joints water proof sealed	B255		S/E	N/C	S/E
FLOOR COVERING ONE PIECE					
Gray; one piece no seams	B261		N/A	\$366.00	\$581.00
FUEL FILLER DOOR					
Latch on door	B268		S/E	S/E	N/C
HEATER/DEFROSTERS					
Delete rear heater (must add wall heater)	B284		(\$145.00)	(\$277.00)	(\$135.00)
HEATER, INCREASE MID HEATER					
Increase mid/rear heater from 50k to 80k btu (State quantity)	B290		\$60.00	\$95.00	\$14.00
HEATER, WALL MOUNTED					
Add wall mounted heater (state quantity)	B292		\$379.00	\$440.00	\$328.00
LETTERING & TRIM					
3M tape	B310		S/E	S/E	N/A
LIGHT, LANDING					
Change to LED type light	B332		\$30.00	\$9.00	\$50.00
LIGHT, LED STEPWELL LAMP					
Add LED stepwell lamp	B336		\$80.00	\$15.00	\$50.00
LIGHTS					
Change 8 way, tail, brake, back up and turn to LED style lamps	B343		\$841.00	\$680.00	\$986.00
LIGHTS, CLEARANCE					
Add armored marker and add LED style	B346		N/C	\$19.00	N/C
LIGHTS, INTERIOR					
Add maximum led dome lights	B353		\$311.00	\$343.00	\$248.00
LIGHTS: INTERIOR DOME					
Passengers dome lights on with entrance door open	B354 3		\$20.00	\$25.00	\$75.00
LIGHTS: INTERIOR DRIVER DOME					
Change driver dome light to LED	B355		\$30.00	\$33.00	\$22.00
LIGHTS TAIL TURN FLUSH MOUNT					
Stop tail 4" flush mount LED	B357		N/C	N/C	S/E
LIGHTS SIDE LED TURN					
Side LED turn light front	B359		\$27.00	\$4.00	N/C
LIGHT VISORS					
Visors for warning lights.	B362		S/E	\$26.00	\$75.00
MIRRORS, CROSSOVER					
Rosco Hawk Eye, heated	B368		N/A	S/E	S/E
MIRRORS, SIDE					
Rosco EuroStyle remote heated	B384		\$90.00	\$30.00	N/A
MIRRORS, STAINLESS STEEL BRACKETS					
Stainless steel brackets for crossover & side rearview mirrors	B394		\$70.00	\$42.00	\$108.00
MIRROR, TIMER					
Timer for heated mirror	B399		S/E	\$15.00	\$21.00
MIRROR, INSIDE REAR-VIEW					
10 in x 30 in Inside rear-view mirror	B400		\$30.00	\$17.00	N/A
NOISE REDUCTION SYSTEM					
For driver area only	B406		(\$160.00)	N/A	(\$154.00)
OUTSIDE LUGGAGE STORAGE					
Delete outside luggage storage	B410		(\$1,080.00)	(\$1,148.00)	(\$1,080.00)
PANELING, EXTERIOR					
Optional 16 ga. exterior metal	B425		S/E	S/E	N/C
PANELING, EXTERIOR; SIDE SKIRTS					
Extended side skirts 16 gauge to meet NHT standards.	B429		N/A	\$119.00	S/E
PANEL, SHOULDER PAD					
Full bus length	B431		\$95.00	\$81.00	\$103.00
POWER SOURCE					

12-volt in driver area cellphone outlet	B435	S/E	\$7.00	N/C
SEAT, DRIVER				
National air seat with 2 shocks and air brakes	B479	S/E	\$12.00	S/E
SEAT, DRIVER, NATIONAL HEATED				
Heated National driver seat	B490	N/C	\$99.00	\$88.00
SEAT, DRIVER; ARM REST				
Add Right arm rest	B493	\$30.00	\$19.00	N/C
SEAT, DRIVER; SEAT BELT				
Add Orange seat belt	B494	N/C	N/C	N/C
SEATS, DEDUCT FOR SEATS REMOVED				
Deduct for base bid bench seats. Check with dealer for exact quantity. (Qty: 14)	B510		(\$2,534.00)	(\$1,064.00)
SEATS 39 INCH BENCH SEAT; TRACK MOUNT				
39 inch track mounted non convertible lap belt ready bench seat (state quantity) (Qty: 6)	B516	N/A	\$1,248.00	\$1,152.00
SEATS, CHILD INT. 39 " FLOOR MOUNT				
IMMI Child Integrated 39 inch floor mount seat (state quantity) (Qty: 8)	B529	N/A	\$3,944.00	\$4,080.00
CE White NextGen Floor Mount 39 inch flip up bench seat with Child Integrated				
Convertible Back. (state quantity) (Qty: 8)	B529.8		\$5,352.00	---
STORAGE POUCH KICK PANEL BARRIER				
Five pouch barrier	B575		\$91.00	\$75.00
STEPWELL				
Add durable high performance bed liner type coating to inhibit rust. Applied to exterior and interior surfaces of stepwell.	B579	N/A	N/C	\$251.00
STOP ARM SIGNAL				
Air LED strobing	B589	\$140.00	\$83.00	\$109.00
STOP ARM HIGH WIND GUARD				
Add high wind guard for stop arm (state quantity)	B601	N/A	\$62.00	N/C
SUNSHADE				
Left side drivers window shade	B614	\$25.00	\$22.00	\$24.00
WINDOW, REAR				
Laminated, tinted	B627	\$20.00	(\$12.00)	N/A
WINDOWS				
Laminated, tinted	B632	N/A	(\$487.00)	N/A
WHEELCHAIR ENTRY				
Rear lift door w/Braun. If selected option shall include a lift door, lift required lights and brake/lift interlocks to meet Indiana specifications. Should also include the deduct for the 2 seats in the lift area.	B659		\$5,272.00	\$4,148.00
EXTERIOR LIFT LIGHTS				
Additional Exterior lift lights	B666	\$25.00	\$14.00	\$22.00
EXTERIOR LIFT LIGHTS; LED				
Change to LED exterior lift lights	B667	\$30.00	\$15.00	\$50.00
INTERIOR LIFT LIGHTS				
Change to LED interior lift lights	B668	\$30.00	\$22.00	\$95.00
FLOOR TRACKING SYSTEM (NO SECUREMENTS)				
4 floor rows/1 row over window/L-track. Includes 4 floor rows, 1 row over windows, L-track. State quantity of wheelchair placements. SecUREMENTS or seats not included. When choosing floor tracking systems, you will need to deduct seats. Deduct approximately 2 seats per wheelchair station. Check with dealer for exact number (Qty: 3)	B671		\$1,401.00	\$1,413.00
WHEELCHAIR SECUREMENTS (L-TRACK)				
Q-Straint QRT360-Q1000B (each). WC18 compliant. State quantity. For use with dedicated wheel chair position. SLIDE N CLICK. Option B686 is required. Includes occupant lap and shoulder belt. (Qty: 4)	B685.3		\$2,676.00	\$2,268.00
WHEELCHAIR SEC. STORAGE POUCH				
wheelchair securement storage pouch (quantity) (Qty: 4)	B689		\$164.00	\$48.00
EVAC-AID				
Add evac-aid fire blankets (quantity)	B695		\$105.00	\$78.00
AIR CONDITIONING, IN DASH				
Stand alone for driver only	B902		\$2,117.00	\$1,850.00
Chassis Options				
AIR DRYER				
Bendix AD-IP dryer w/spin-on filter	C102	S/E	\$32.00	\$92.00
AIR TANKS				
Manual drain all tanks, petcocks	C106	(\$75.00)	(\$66.00)	(\$35.00)
ALTERNATOR				
240 amp alternator	C111	S/E	\$136.00	\$95.00
AXLE, FRONT: MINIMUM LOAD				
10,000 lbs.	C117	N/A	S/E	S/E
AXLE, REAR: MINIMUM LOAD				
21,000 lbs.	C134	S/E	S/E	S/E
BATTERIES				
3-12v, 650 CCA total 1950 CCA	C138	N/C	S/E	N/A
BRAKE LININGS AND DRUMS				
16.5x 5 front brakes	C148	S/E	\$102.00	\$126.00
BRAKES, AIR DUST SHIELDS				
Add dust shields for brakes	C152	\$35.00	\$45.00	\$46.00
BRAKES, SLACK ADJUSTERS				
Long stroke slack adjusters	C156	N/C	N/C	N/C
BRAKES, TRACTION CONTROL				
For air brakes	C157	\$332.00	S/E	N/C
BUMPER, FRONT & REAR; RUST INHIBITOR				
Add durable high performance bed liner type coating to inhibit rust to both front and rear bumper Guards against corrosion, abrasion, impact and weather Applied to exterior and interior surfaces of front and rear bumper	C160.6		\$364.00	\$551.00
COOLANT RECOVERY (ENGINE)				
Coolant, extended life with a minimum protection to -34 F	C162	S/E	S/E	N/A
COOLANT PIPES; STAINLESS STEEL				
Add stainless steel coolant pipes to engine.	C162.8	N/A	N/A	N/C
CUP HOLDER, DRIVER				
Add cup holder in drivers area	C165	S/E	S/E	N/C
ENGINE				
Cum. Inline 6 240HP/560 ftlbs/B6.7 w/PTS3000 tr	C194	N/A	\$3,675.00	\$3,709.00

Cum. In-line 6 250HP/660 ftlbs/B6.7 w/PTS3000 tr	C196	\$4,900.00	---	---
ENGINE OTA FOR CUMMINS ENGINES				
OTA -Over the Air Wireless Transmission for Programming/Calibration of Cummins Engines and also Engine Diagnostics	C230	N/A	\$250.00	N/A
ENGINE/EXHAUST BRAKE				
Add VGT exhaust brake. A turbocharger mounted valve in the exhaust pipe to restrict the flow of exhaust.	C231	\$80.00	\$80.00	\$64.00
ENGINE SOUND DEADENING PACKAGE				
Additional insulation for engine compartment area underhood foil blanket for noise insulation.	C233	N/C	\$44.00	S/E
EXHAUST SYSTEM				
Option for exhaust to come through bumper	C235	\$15.00	N/C	N/A
FAN DRIVE				
Electromagnetic fan drive	C236	S/E	S/E	S/E
FUEL TANK; DIESEL				
Increase to 100-gallon Diesel	C239	\$300.00	\$301.00	\$332.00
FOG LIGHTS				
Add fog lights	C248	\$100.00	\$87.00	\$79.00
HEADLIGHTS				
Add Wig Wag flashing headlights	C249	S/E	\$36.00	\$56.00
HORNS				
Air Horn mounted under body with separate switch	C257	\$110.00	\$125.00	\$73.00
HOSE CLAMPS				
Constant torque clamps	C263	S/E	\$25.00	S/E
PEDALS, ADJUSTABLE				
Adjustable brake & accelerator pedals	C277	\$364.00	\$459.00	\$365.00
STEERING				
Add Telescoping steering wheel	C279	S/E	\$110.00	N/C
SWITCHES, IGNITION				
Keyed alike	C301	\$15.00	\$19.00	\$13.00
TIRES, TUBELESS RADIAL				
255/70R22 5 16 ply steer front/rear; Goodyear	C337	\$148.00	---	---
255/70R22 5 16 Ply steer front/rear; Hankook	C338	N/A	(\$841.00)	(\$648.00)
TRANSMISSION, ALLISON SIX SPEED				
Change to six speed Allison Transmission	C368	N/C	N/C	N/C
TRANSMISSION SWITCH FOR PERFORMANCE MODE				
Add switch for economy/performance mode	C370	S/E	N/C	N/C
Warranty Options				
EXTENDED ENGINE WARRANTY				
Cummins; EXC; 10yr/200,000; ISB engine	W593	\$4,150.00	\$4,150.00	\$4,100.00
EXTENDED AFTERTREATMENT WARRANTY				
Cummins Protection Plan Plus; 10yr/200,000; ISB	W614	\$1,900.00	\$1,900.00	\$1,850.00
Configured Price		\$117,197.00	\$115,648.00	\$114,555.00
Dealer Options				
2 wheelchair securement pouches to be loaded loose			\$0.00	
247 Zeus S OmniView Camera System			\$2,259.00	
247 Zeus S OmniView Camera System		\$2,259.00		
247 Zeus S OmniView Camera System				\$2,259.00
Unit Price		\$119,456.00	\$117,907.00	\$116,814.00
Total Price		\$119,456.00	\$117,907.00	\$116,814.00
Trade-in Merchandise				
Bus No. : 525 2006 IC FE300 VIN: 6A231567			(\$1,000.00)	(\$500.00)
Grand Total		\$119,456.00	\$116,907.00	\$116,314.00

ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY FOR COMMERCIAL DRIVERS LICENSE (CDL) EMPLOYEES

BP-3151

STATEMENT OF PURPOSE AND POLICY

Employees are an extremely valuable resource for Western Boone County Community School Corporation's business. Their health and safety is a serious concern of Western Boone County Community School Corporation's. Drug or alcohol use may pose a serious threat to employee health and safety. It is therefore, the policy of the Western Boone County Community School Corporation's (hereafter referred to as School) to prevent substance use or abuse from having an adverse effect on our employees. The School maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on School property. Furthermore, employees have a right to work in an alcohol and drug-free environment and to work with employees free from the effects of alcohol and drugs. Employees who abuse alcohol or use drugs are a danger to themselves, their coworkers and the School's assets.

The adverse impact of substance abuse by employees has been recognized by the federal government. The Federal Motor Carrier Safety Administration ("FMCSA") has issued regulations which require the School to implement a controlled substance testing program. The School will comply and require that a driver submit to alcohol and controlled substance tests administered in accordance with these regulations and is committed to maintaining a drug-free workplace. All employees are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the School.

Specifically, it is the policy of the School that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on School premises, engaged in School business, while operating School equipment, or while under the authority of the School is strictly prohibited. FMCSA states that mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement.

The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalysis), conduct breath testing, and or search all employee applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a U.S. Department of Transportation ("DOT") reportable accident or who are periodically or randomly selected pursuant to these procedures. These procedures are designed not only to detect violations of this policy, but to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees or applicants involved. Disciplinary action will, however, be taken as necessary.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. The School retains the sole right to change, amend or modify any term or provision of this policy without notice. This policy is effective February 10, 2020, and will supersede all prior policies and statements relating to alcohol or drugs.

Administration Guide to Western Boone School's Personnel
Alcohol and Drug Testing Procedures

I. Purpose

This purpose of this administrative guide is to set forth the procedures for the implementation of controlled substance and alcohol use and testing of employee applicants, current employees and employees pursuant to the Western Boone School's Alcohol and Drug Abuse Policy. These procedures are intended as a guide only, and are in no way intended to alter any existing relationship between Western Boone Schools and any employee.

Western Boone School's alcohol and drug program administrator designated to monitor, facilitate, and answer questions pertaining to these procedures is the Transportation Director.

II. Provisions

A. Applicability

This policy applies to all Western Boone Schools employees that utilize a Commercial Driver's License (CDL) in the course of their employment. A valid CDL is required to operate the type of equipment listed below:

1. A vehicle having a Gross Vehicle Weight Rating (GVWR) as assigned by the manufacturer of 26,001 pounds or more; or
2. A combination vehicle having a Gross Combination Weight Rating of 26,001 pounds or more.
3. A vehicle that is designed to transport 16 or more passengers, including the driver; or
4. A vehicle requiring a placard to transport hazardous materials.

B. Prohibited Conduct

The following shall be considered "prohibited conduct" for purposes of this policy.

1. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcoholic concentration of .04 or greater. An employee is considered to be performing a safety-sensitive function if he/she is actually performing, ready to perform, or immediately available to perform any of the following on-duty functions:
 - a. All time spent at a facility waiting to be dispatched;
 - b. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
 - c. All driving time or time spent at the driving controls of a commercial vehicle in operation;
 - d. All time spent loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, including completion of any related paperwork; and remaining in readiness to operate the vehicle;
 - e. All time performing those duties required of an employee involved in a vehicle accident; or

- f. All time spent repairing, assisting, or attending to a disabled motor vehicle;
2. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.
3. No employee shall use alcohol while performing safety-sensitive functions.
4. No employee shall perform safety-sensitive functions within six (6) hours after using alcohol.
5. No employee required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident test, whichever occurs first.
6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.

C. Prescription Medication and/or Other Medication Use

1. An employee is prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, except when the use is pursuant to the written instruction of a physician who has advised the employee that the substance will not adversely affect their ability to safely perform their duties. The employee must provide the School with proof of such medical advice. The School can decide if the employee can remain at work or on the School premises and what work restrictions, if any, are deemed necessary.
2. Any employee who is using a prescribed drug or other medication, which is known or advertised as possibly affecting or impairing judgment, coordination or other senses, (including dizziness or drowsiness), or which may adversely affect the employee's ability to perform work in a safe and productive manner, must notify the School prior to starting work or entering any School premises. The School will decide if the employee can remain at work or on the School Premises and what work restrictions, if any, are deemed necessary.
3. Ingestion of products that contain hemp will not be an acceptable explanation for testing positive for marijuana.

D. Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by the School will be grounds for refusal to hire employee/applicant(s) and to discipline existing CDL employee(s). A refusal to test would include any of the following situations:

1. Failing to appear for any test within a reasonable time after being directed to do so.
2. Failing to remain at the testing site until the testing process is completed.
3. Failure to provide a breath sample, saliva sample or urine sample as directed.
4. Failure to permit, if the situation requires, the observation or monitoring of providing a urine specimen.
5. Failure to provide a urine, breath or saliva specimen within required time frames may be considered a refusal. If an employee cannot provide a sufficient quantity of urine or breath, he/she will be directed to be evaluated by a physician of the School's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either

- breath or urine), it will be considered a refusal to test. In that circumstance the employee has violated one of the prohibitions of the regulations.
6. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of a “shy bladder” or “insufficient breath” situation.
 7. Failing or declining to take a second test as required by DOT regulations.
 8. Failure to cooperate with any part of the testing process and/or conduct that would obstruct the proper administration of a test. (e.g., refusing to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
 9. Refusing to sign step two (2) of the alcohol testing form.
 10. A report from the MRO that you have a verified adulterated or substituted test result.

E. Types of Tests

Pursuant to regulations promulgated by the Department of Transportation (DOT), the School has implemented six circumstances for drug and alcohol testing: pre-employment (drug testing only), post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing

1. Pre-employment Testing

As a condition of employment, the employee applicant shall provide the School with a written authorization for all previous employers within the past three (3) years to release drug and alcohol testing records as the DOT and FMCSA regulations require. Within thirty (30) days of performing a safety-sensitive function, DOT regulations require that the School obtain, to the extent available, certain drug and alcohol testing records from the employee’s previous employers for the previous three (3) years. All applicants who are required to have or obtain a CDL must submit to a urine drug test unless a qualifying pre-employment exemption can be documented.

2. Random Testing

The School conducts random drug and alcohol testing. The School will submit all employees’ names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The School will drug test, at a minimum, fifty (50) percent of the average number of employee positions in each calendar year or at a rate established by the DOT for the given year. The School will select, at a minimum, twenty-five (25) percent of the average number of employee positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection by its very nature, may result in employees being selected in successive selections more than once a calendar year.

If an employee is selected at random, for either drug or alcohol testing, a School official will notify the employee. Once notified, the employee must proceed to the designated collection site immediately. If the employee does

not go to the collection site as soon as possible after notification, such conduct may be considered a refusal to test.

3. Post-Accident Testing

Following any accident, the employee must contact Western Boone Schools as soon as possible. The employee must submit to a Federal DOT drug and alcohol test any time he or she is involved in an accident where 1) a fatality is involved; or 2) the employee receives a citation for a moving violation arising from the accident that involved:

- o injury requiring medical treatment away from the scene, or
- o one or more vehicles having to be towed from the scene.

The employee shall follow the instructions from the School or its representative to complete required testing.

For other accidents not covered by the DOT definition above, the School may require a non-regulated drug and alcohol test when:

- o The employee's actions may have contributed or cannot be completely discounted as a contributing factor to an accident.
- o In this case, an accident shall mean an incident which results in damage over \$1000.00 or personal injury.
- o An incident results in a lost time injury.

Any time a post-accident drug or alcohol test is required, it must be performed as soon as practical. If no alcohol test can be made within eight (8) hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for the purpose of post-accident drug testing within thirty-two hours, attempts to make such collection shall cease. An employee is prohibited from consuming alcohol between the time of the accident and the test.

In the event that federal, state, or local officials conduct breath or blood test for the use of alcohol and/or urine tests for the use of controlled substances following an accident, employees must comply with law enforcement personnel requests. The School may request testing documentation from such agencies, and may ask the employee to sign a release allowing the School to obtain such test results.

In the event an employee is so seriously injured that the employee cannot provide a sample of urine, breath or saliva at the time of the accident, the employee must provide necessary authorization for the School to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the employee's system at the time of the accident.

4. Reasonable Suspicion Testing

Reasonable suspicion for requiring an employee to submit to drug and/or alcohol testing shall be deemed to exist when an employee manifests physical, behavioral, speech or performance symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such employee conduct must be witnessed by a supervisor who is trained in compliance with Part 382.603 of the Federal Motor Carrier Safety Regulations.

A supervisor observing such conditions will take the following actions immediately:

1. Confront the employee involved, and keep under direct observation until the situation is resolved.
2. Secure the DER's concurrence to observations. After discussing the circumstances with the DER, arrangements will be made to observe or talk with the employee. If he/she believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any reason, the employee will be informed that continued refusal would result in disqualification from performing any safety-sensitive function.
3. Employees will be asked to release any evidence relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline or suspension from driving duties. All confiscated evidence will be receipted for with signatures of both the receiving supervisor, as well as the provider.
4. The DER shall, within 24 hours or before the results of the controlled substance test are released, document in writing the particular facts related to the behavior or performance problems that led to the reasonable suspicion test and maintain this documentation in appropriate DOT files.
5. The DER shall remove or cause the removal of the employee from the School-owned vehicle and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence or, where appropriate, to a place of lodging. Under no circumstances will that employee be allowed to continue to drive a School vehicle or his/her own vehicle until a confirmed negative test result is received.

5. Return-to-Duty Testing

If the School decides to permit an employee who has tested positive to return to the performance of safety-sensitive functions, the school must ensure that the employee takes a Return-to-Duty test. This test must be completed after an evaluation by a Substance Abuse Professionals (SAP), be consistent with any recommended rehabilitation, and be conducted before the performance of a safety-sensitive function. The result of a drug test must be negative, the result of an alcohol test must be less than 0.02.

The Return-to-Duty test may not be limited to a specific substance (i.e., controlled substances or alcohol separately). If the SAP determines that a multiple-substance abuse problem exists, a drug test may be performed in conjunction with an alcohol test. All Return-to-Duty tests must include an observed collection. Please refer to 49 CFR Part 40 (§ 40.67) in Subpart E for detailed information.

NOTE: *The School is not required to return an employee to safety-sensitive duties because the employee has met all of the conditions established by the SAP. That is a personnel decision that the School has the discretion to make subject to collective bargaining agreements or other legal requirements.*

6. Follow-Up-Testing

A driver who tests positive must be evaluated by a SAP and follow a prescribed rehabilitation/treatment program. Following the determination that an employee needs to resolve problems associated with drug abuse and/or alcohol misuse, the School will, when choosing to retain the individual, ensure that the employee is subject to unannounced, Follow-Up drug and/or alcohol testing as determined by the SAP.

The employee must, at a minimum, be subject to six unannounced Follow-Up tests in the first 12 months of safety-sensitive duty following the employee's return to safety-sensitive functions. The SAP may require a greater number of Follow-Up tests during the first 12-month period of safety-sensitive duty. The SAP may also require Follow-Up tests during the 48 months of safety-sensitive duty following this first 12-month period. The SAP can modify and/or terminate any testing requirements imposed by the SAP after the initial 12-month period.

The School will not impose additional testing requirements (e.g., under the School's own authority) of the employee beyond those included in the Follow-Up testing plan directed by the SAP.

The choice of the SAP shall be the School's and the assignment of costs shall be the employee's. Follow-Up alcohol testing must only be conducted just before, during, or just after a driver performs a safety-sensitive function. All Follow-Up tests must include an observed collection. Please refer to 49 CFR Part 40 (§ 40.67) in Subpart E for detailed observed collection information.

F. Controlled Substance Testing Protocol

1. Urine Collection Procedures:

1. The testing procedure starts with the collection of a urine specimen.
2. Collection procedures will follow the specific guidelines set forth by the U.S. Department of Transportation as outlined in the published collection procedures guidelines.
3. Employees will be directed to empty their pockets and display the contents to the collector.

4. Employees will be allowed privacy during the collection process except as noted in number 5 below.
5. Observed collections are required by DOT if:
 - a. The specimen is determined invalid and there is no medical explanation.
 - b. The collector observes evidence of an employee's attempt to tamper with the specimen.
 - c. The temperature of the specimen is out of range.
 - d. The specimen appears to have been tampered with.
6. Observed collections may be required on return-to-duty and follow-up tests.
7. As part of the collection process, the specimen provided will be split into two portions; a primary specimen and a secondary (split) specimen.
8. If the employee is unable to provide 45 ml of urine, the DOT "shy bladder" rule will apply. The employee will have up to 3 hours to provide the required 45 ml, and may consume up to 40 ounces of fluids during this time period. The employee will be required to be monitored during the waiting period.
9. After collection, the specimen will be submitted to a SAMHSA certified laboratory for testing.

2. Laboratory Procedures:

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opioids, amphetamines and phencyclidine (PCP).

The SAMHSA certified laboratory will perform initial screenings on all primary specimens. In the event that the primary specimen tests positive, a confirmation test of that specimen will automatically be performed. If the confirmatory test is positive it will be reported to the Medical Review Officer (MRO) as a positive.

3. Validity Testing:

The laboratory must also perform validity testing on each specimen received. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. The following will be measured: creatinine level, specific gravity, and ph. In addition, all specimens will be tested for known adulterants. An initial validity test is performed first, followed by a confirmation test if required.

All laboratory results will be reported by the laboratory to a MRO designated by the School or its agents.

4. MRO Procedures:

1. All tests results will undergo a review process by the MRO.
2. Negative test results will be reported directly to the School by the MRO.
3. Positive, adulterated or substituted results will be handled in the following manner by the MRO:

- a. Before reporting a positive, adulterated or substituted test result to the School, the MRO will attempt to contact the employee to discuss the test result.
- b. The employee is required to discuss the result with the MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug.
- c. For adulterated or substituted results, the employee must demonstrate that he or she did produce or could have produced urine, through physiological means, a specimen meeting the creatinine and specific gravity criteria of a substituted or adulterated specimen.
- d. If the MRO is unable to contact the employee directly, the MRO will contact the DER designated in advance by the School, who shall, in turn, contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if the MRO is unavailable, at the start of the MRO's next business day.
- e. If, after failing to contact the MRO within 72 hours after being instructed to do so by the DER, or if the employee cannot be contacted at all within ten (10) days, or the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive or a refusal.
- f. In the MRO's sole discretion, a determination will be made as to whether a result is verified as positive, negative or considered a refusal.
- g. After any verified positive or refusal to test determination, the employee may petition the MRO to reopen the case for reconsideration.

5. Diluted Specimens

If a specimen is reported diluted by the laboratory, the MRO will report this information to the DER. The School policy will require an immediate recollect for another test. The result of this test will stand as the final result.

6. Medical Information Disclosure:

Pursuant to DOT regulations, if, in the MRO's opinion, any information provided may mean a medical disqualification or represent a safety hazard, such as the use of certain prescription drugs, the MRO must disclose this to the employer. Individual test results for employee applicants and employees will be released to the School and will be kept strictly confidential unless consent for the release of the test result has been obtained. Any individual who has submitted to drug testing in compliance with this procedure is entitled to receive the results of such testing upon written request.

7. Safeguards for the integrity of the drug testing process:

1. The collector must obtain photo identification from the donor or identification by supervisor prior to administering the test.
2. The employee will be asked to wash their hands.
3. The donor signs the chain of custody form signifying the correctness of data for test reporting.
4. Electronic communication of test results from the laboratory into the MRO reporting system with no external human intervention.

5. The specimen container and specimen bottles are individually wrapped and unwrapped in donor's presence.
6. After the specimen is provided in a reasonable time, the collector inspects it for sufficient volume, temperature and signs of tampering. If a specimen is not provided, the employee will be referred to a MRO to determine whether there is a valid medical reason. If there is, the employee must still attempt to provide a specimen each time their name is drawn.
7. After the specimen is given to the collector, the remaining collection procedures are conducted in donor's view.
8. The specimen bottles and shipping container are sealed with tamper evident seals.
9. The donor will be asked to sign the seals covering the specimen bottles identifying they were sealed in their presence.
10. The specimen bottle seals match the identifying seals on the chain of custody form.
11. The laboratory will check the specimen bottles upon receipt to insure the seal has not been broken. If the seal has been broken the laboratory will report the test as cancelled.
12. Blind sample submission through the laboratory for quality control.
13. A collector who has completed the qualification training as mandated in CFR Part 40 as amended will perform the collection.

G. Split Specimen Testing Protocol

An employee may request that the "split" portion of his/her specimen be tested at a different SAMHSA laboratory if he/she was notified by the MRO that his/her test result was positive, adulterated or substituted. The request must be made to the MRO within 72 hours of being notified of a verified positive, adulterated or substituted result. The MRO will arrange for all procedures to be done in accordance with split specimen testing procedures.

The cost of a split specimen test will be the responsibility of the employee. The School will withhold the amount of the cost of testing the split from the employee's pay unless other arrangements are acceptable to both the employee and the School. If the employee makes a timely request (within 72 hours) to the MRO for the split portion to be tested, the MRO shall immediately make arrangement with the laboratory to initiate the process.

H. Alcohol Testing Protocol

Alcohol tests will be conducted by a trained Breath Alcohol Technician (BAT) or Screening Test Technician (STT). Screening tests may be done using an evidential breath testing device (EBT) or non-evidential screening device approved by the National Highway Traffic Safety Administration. Confirmatory tests will be done by a trained BAT using an evidential breath testing device. The employee shall report to the alcohol testing site as notified by the School. The employee shall follow all instructions given by the alcohol technician.

If the result of a screening test is a breath alcohol concentration (BAC) of less than 0.02, no further testing is authorized. Any initial test indicating a BAC of .02 or greater will be confirmed on an EBT operated by a BAT. The confirmation test will

be performed no sooner than fifteen (15) minutes and no later than thirty (30) minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of .020 to .039, the employee shall be removed from duty for twenty-four (24) hours or until his/her next scheduled on-duty time, whichever is longer. Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after performing a safety sensitive function.

Alcohol Testing Safeguards For employee's Protection:

1. The BAT must obtain donor's photo identification prior to administering the test.
2. An individually wrapped mouthpiece will be opened and inserted into the EBT for the donor's test.
3. The National Highway Traffic Safety Administration approves the EBT that is used.
4. Calibration checks are frequently performed to insure the EBT is working efficiently.
5. If the screening test indicates a 0.02 or greater, a confirmation test will be administered.
6. An air blank will be administered prior to the confirmation test with a 0.000 reading.
7. An individually wrapped mouthpiece will be inserted for the confirmation test.
8. The BAT has completed the required training course in the correct operation of the EBT.

i. Educational Materials

The School shall provide educational materials that explain the requirements of Part 382.601 of the Federal Motor Carrier Safety Regulations, consequences of violating the regulations, and the School's policies and procedures with respect to meeting these requirements. The materials supplied to the employees may include information on additional School policies with respect to the use or possession of alcohol or controlled substances, for example, the consequences for an employee found to have specified alcohol or controlled substances level based on the School's authority independent of Part 382.601 of the Federal Motor Carries Regulations. Materials will also be provided concerning the effects of alcohol and controlled substances use on an individual's health, work and personal life.

Employees are required to attend an educational meeting(s) to discuss the School's policies and procedures and to review all materials covered by this procedure. Each employee is required to sign a statement (certificate of receipt) certifying that he or she has received a copy of these materials described in Part 382.601 of the Federal Motor Carrier Regulations. The School shall provide these materials to each employee prior to the start of alcohol and controlled substance testing and to each employee subsequently hired or transferred into a position requiring driving a commercial vehicle.

III. Disciplinary Procedures –

Any employee who has a positive test for alcohol (.04 BAC or greater) or controlled substances or has refused to test is considered in violation of this policy. This employee is not qualified to drive a commercial motor vehicle and will be immediately removed from safety-sensitive duty without pay. The consequences of testing positive or refusing to test are outlined below.

Any driver who violates the Western Boone County Community School Corporation's Controlled Substance and Alcohol Abuse Policy for CDL drivers will be immediately terminated.

IV. Confidentiality and Release of Information

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee.

The School may release information as follows:

1. Copies of the results of alcohol or drug testing to an identified person provided the employee has provided written consent.
2. Copies of information requested by the Secretary of Transportation, any DOT agency, or any State or local official with regulatory control over the School or any of its employees.
3. The results of post-accident testing when requested by the National Transportation Safety Board as part of an accident investigation.
4. Legal proceedings to include:
 - o Lawsuits (e.g., wrongful discharge action).
 - o Grievances (e.g., an arbitration concerning disciplinary action taken by the employer).
 - o Administrative proceedings (e.g., an unemployment compensation hearing) brought on by, or on behalf of, an employee and resulting from a positive DOT drug test or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results).
 - o Criminal or civil actions – to the decision maker in the proceeding (e.g., the court in the lawsuit)

Employees are entitled, upon written request, to obtain copies of any records pertaining to their use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

V. Responsibility

- A. Employee - All School employees that hold a valid CDL are responsible for abiding by this procedure as a condition of their employment.

B. Management Officials and Supervisors

All supervisors and School officials are responsible for being alert to employee conduct that raises a reasonable suspicion that an employee is using or is under the influence of alcohol or controlled substances while on duty or otherwise performing School business.

VI. CLEARINGHOUSE REPORTING REQUIREMENTS

As part of the continuing efforts to promote safe roadways and to ensure only qualified CDL drivers are performing safety-sensitive duties, a database was created that will contain pertinent information containing CDL drivers' drug and alcohol testing violations.

Employers will be required to query the data base on an annual basis for current employees and as part of the pre-employment screening process for all covered prospective employees.

The following outlines the responsibilities for the reporting entity and when and what information is required to be reported to the clearinghouse. They are as follows:

Prospective/Current Employer of CDL Driver must report within 3 business days:

- An alcohol confirmation test with a concentration of 0.04 or higher.
- Refusal to test (alcohol) as specified in 49 CFR 40.261.
- Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
- Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
- Negative return-to-duty test results (drug and alcohol testing, as applicable)
- Completion of follow-up testing.

Medical Review Officer (MRO) must report within 2 business day:

- Verified positive, adulterated, or substituted drug test result.
- Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.

Substance Abuse Professional (SAP) must report within one business:

- Successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing (identification of driver and date the initial assessment was initiated).

*Note: If an employer uses a C/TPA to comply with the employer reporting responsibilities, the employer remains responsible for ensuring that the C/TPA is compliant for such reporting

This policy is not intended nor should it be construed as a contract between the School and the employee. This policy may change at any time at the sole discretion of the School and/or to comply with changes in Federal DOT regulations.

APPENDIX A

Abbreviations and Terms

Abbreviations

BAT	Breath Alcohol Technician	CDL	Commercial Drivers' License
CMV	Commercial Motor Vehicle	DER	Designated Employer Representative
DHHS	Dept. of Health and Human Services	DOT	Department of Transportation
EAP	Employee Assistance Program	EBT	Evidential Breath Testing Device
MRO	Medical Review Officer	STT	Screening Test Technician
SAMHSA	Substance Abuse and Mental Health Services Administration		

Definitions

Adulterated Specimen

A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol

Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Concentration (or content)

Alcohol in a volume of breath (shown as grams of alcohol/210 liters of breath) as indicated by an evidential breath test.

Alcohol Use

Consumption of any beverage, mixture, or preparation, including medications, containing alcohol.

Breath Alcohol Technician (BAT)

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath measurement (EBT) device.

Confirmation Test

In alcohol testing: a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration.

In controlled substances testing: a second test to identify the presence of a specific drug or metabolite. In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.

Confirmation Validity Test

A second test performed on a urine specimen to further support a validity test result.

Controlled Substances

In this regulation, the term ‘drugs’ and ‘controlled substances’ are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to: *marijuana, *cocaine, *opioids, *phencyclidine (PCP), *amphetamines, including methamphetamines.

Designated Employer Representative (DER)

An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.

Dilute Specimen

A specimen with creatinine and specific gravity values that are lower than expected for human urine.

EBT (or evidential breath testing device)

An EBT approved by the National Highway Traffic Safety Association (NHTSA) for the evidential testing of breath and placed on NHTSA’s “Conforming Products List of Evidential Breath Measurement Devices” (CPL).

Employee

Any person who operates a commercial vehicle (CMV), including: *full time, regularly employed employees, *casual, intermittent or occasional employees, *leased employees, *independent, owner-operated contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer.

Evidential Breath Testing (EBT) Device

A device used for alcohol breath testing that has been approved by the National Highway Traffic Safety Administration.

Initial Validity Test

The first test used to determine if a specimen is adulterated, diluted, or substituted.

Initial Drug Test

The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Medical Review Officer (MRO)

A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer’s drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual’s confirmed positive test, medical history and other relevant biomedical information.

Performing (a safety sensitive function)

An employee is considered to be performing a safety-sensitive function when he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

Primary specimen

The urine specimen bottle that is opened and tested first by the laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

Screening Test (initial test)

In alcohol testing: a procedure to determine if an employee has a prohibited concentration of alcohol in his or her system.

In controlled substance testing: a screen to eliminate 'negative' urine specimens from further consideration.

Split Specimen means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Substituted Specimen

A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Substance Abuse Professional (SAP)

A person who evaluates employees who have violated a DOT drug and alcohol regulation or company substance abuse testing policy and make recommendations concerning education, treatment, follow up testing, and aftercare. A person qualified to be a SAP must have one of the following credentials: a licensed physician (Doctor of Medicine or Osteopathy); a licensed or certified social worker; a licensed or certified psychologist; a licensed or certified employee assistance professional; a state-licensed or certified marriage and family therapist; or a drug and alcohol counselor certified by an organization listed at <https://www.transportation.gov.odapc>

FORM C
For CDL Employees

Certificate of Receipt

(Acknowledgement of receiving materials required by 49 CFR Part 382.601)

Employee Name: _____ Social Security #: _____

School: Western Boone Community School Corporation

This is to certify that I have been provided educational materials that explain the requirements of 382.601 and my employer's policies and procedures with respect to meeting the requirements. This includes all items checked.

- ✓ The designated person to answer questions about the material
- ✓ The categories of drivers subject to Part 382.
- ✓ Sufficient information about the safety-sensitive functions and periods of the workday that compliance is required.
- ✓ Specific information concerning prohibited driver conduct.
- ✓ Circumstances under which a driver will be tested.
- ✓ Test procedures, driver protection and integrity of the testing processes, and safeguarding the validity of the test.
- ✓ The requirements that tests are administered in accordance with Part 382.
- ✓ An explanation of what will be considered a refusal to submit to a test and the consequences.
- ✓ The consequences for Part 382 Subpart B violations including removal from safety-sensitive functions and 382.605 procedures.
- ✓ The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
- ✓ Information on the effects of alcohol and controlled substances use on: an individual's health, work, personal life, signs and symptoms of a problem, and available methods of intervening when a problem is suspected.
- ✓ A copy of my employer's substance abuse policy.

Employee Signature: _____ Date: _____

Authorized Employer Representative: _____

**General Consent for Limited Queries of the Federal Motor Carrier Safety Administration
(FMCSA) Drug and Alcohol Clearinghouse**

I, _____), hereby provide consent to Western Boone County Community School Corp. to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse.

The Limited Query will be conducted annually for the duration of my employment with Western Boone County Community School Corp.

I understand that if the limited query conducted by Western Boone County Community School Corp indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to Western Boone County Community School Corp without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for Western Boone County Community School Corp to conduct a limited query of the Clearinghouse, Western Boone County Community School Corp must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

Employee Signature

Date

Legal Reference: 49 CFR Section 382 (1995)

Date Adopted: 09/11/95

Date Updated: 05/11/15

02/10/20



Western Boone Jr/Sr High School
Leslie Baker, Director of Bands
1205 N. St. Rd. 75
Thorntown, IN 46071
leslie.baker@webo.k12.in.us

To Marching Band Students and Parents,

I am excited to announce that this year's marching show will be titled "Star Crossed." We've got great ideas for this show and are looking forward to making it happen! After our 18th place finish at the State Fair, I am so excited to raise the bar even higher for this year!

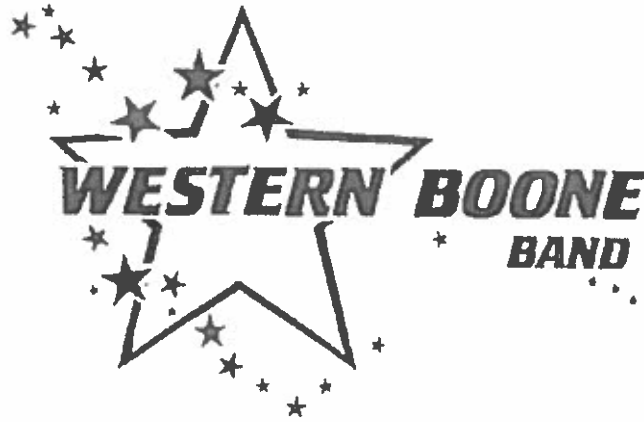
Please note that we will start rehearsing music and marching technique after school starting in April. I understand that students have other sports and activities that they are involved in. Students who were in the marching band last year know that it was extremely helpful for us to start getting our fundamentals learned early. Marching band members will be encouraged, though not obligated, to attend these spring rehearsals.

The expected dates for the 2020 marching band are listed below, and will be sent to the school board for approval.

- July 13th through 17th, Full Band 5:00-8:00 – This week will be nothing but setting drill in the evening.
Drumline 1:00-4:00 - *This is the same as last year. We added this and it worked out well!
- July 20th through 23rd, 8:00-4:00 – Band camp- cleaning music and putting it with the drill
- Friday, July 24th – Jay County Competition
- Saturday, July 25th – Muncie Spirit of Sound Competition
- July 27th through 30th, 8:00-4:00 – More band camp
- Friday, July 31st – Band competition at Anderson High School
- Saturday, August 1st - Drums at Winchester
- August 3rd – August 4th – 8:00-12:00 – drill/music cleaning
- August 6th - 3:30-5:30 – drill/music cleaning (after school)
- August 7th – State Fair (please note that this is the 2nd day of school.... We start school on August 6th)

Please note that all students who return the attached form will be enrolled in the applied music course for the 2020 summer school session. This means that there will be one arts credit earned for completing the summer. Please know also, that once you return this form, it is important for you to show up for all rehearsals and performances. I will be getting the drill written soon. Backing out after you have committed will result in holes in the drill, which will hurt our performance. I will be allowing participation in local fair activities and splitting the time with athletics; however, you will need to provide in writing what the scheduling conflicts are. Unexcused absences will lower your overall grade by one letter grade. FAILURE TO ATTEND will result in an F for the class. Please make certain you add all dates to your family calendar. By signing up for marching band, you will be expected to be present at the events listed above. ANY CHANGES TO THE SCHEDULE WILL BE ANNOUNCED ASAP!

2020 Western Boone Jr/Sr High Marching Band Registration Form



I have read the attached information about the Summer 2020 Marching Band Season. I understand that by returning this signed form, _____ (student's name) will be enrolled in the applied music summer class for 2020. I have read all dates and times mentioned above and he/she will be present.

Student's Signature: _____ Date: _____

Parent/Guardian Name (printed): _____ Relationship: _____

Parent/Guardian Signature: _____ Date: _____

If you foresee any scheduling conflicts due to summer sports or local fair events, please list them here:



Western Boone Jr.-Sr. High School Athletics

Athletic Director, Jeremy Dexter

To: Mr. Rob Ramey
From: Jeremy Dexter, Athletic Director
RE: Coaching Staff Recommendations
Date: February 4, 2020

I am seeking board approval for the extra-curricular clubs listed below. Please accept the following recommendations:

Western Boone Jr.-Sr. High School Club Recommendations

- Western Boone Tennis Club
- Western Boone Golf Club
- Western Boone Swimming Club
- Western Boone Wrestling Club
- Western Boone Running Club

EDUCATION & OPERATION FUND COMPARISON REPORT

As of January 31, 2020, the Education Fund cash balance was \$2,840,417. The Education Fund expenditures for January 2020 were \$985,080. As of the end of January 2020, a total of 9% of the 2020 appropriation was expended.

As of January 31, 2020, the Operation Fund cash balance was \$818,025. The Operation Fund expenditures for January 2020 were \$429,325. As of the end of January 2020, a total of 7% of the 2020 appropriation was expended.

January 2020 was a three payroll month.

FYI: The January 2020 - Fund, Appropriation, and Revenue Reports are posted to the School Board Document Site